



**CITY OF LONG BEACH
DEPARTMENT OF PARKS, RECREATION AND MARINE
DEPARTMENT SAFETY OFFICER**

THE POSITION

The City of Long Beach is recruiting for the position of Department Safety Officer in the Department of Parks, Recreation and Marine. The City is seeking a highly motivated safety professional who will be responsible for developing and implementing a comprehensive department safety program, which will assist staff in providing a safe and healthful workplace, reduce work-related accidents, react to emergency situations, provide safe facilities for public use, and ensure compliance with all City and legal safety requirements. The program will include written policies and procedures, hazard identification, safety training, and may include employee and facility emergency preparedness. The position works closely with the City Safety Officer to ensure the department's safety program is consistent with Citywide safety programs and policies.

EXAMPLES OF DUTIES

- Develops and implements written safety programs and procedures for the department, which may include an injury and illness prevention program, safety inspection programs and emergency preparedness;
- Performs department hazard assessments to properly identify and evaluate job hazards;
- Identifies and coordinates department safety training needs and develops cost-effective strategies for implementation;
- Analyzes department accident data and trends, reports findings, and makes recommendations to address these trends;
- Organizes department safety committees and monitors their effectiveness;
- Represents the department and participates in Citywide safety committee meetings and functions;
- Responds to serious employee accidents and is on-call for other safety related emergencies;
- Communicates orally and in writing with staff on key areas concerning safety, including federal and state legislation, which may affect safety requirements and programs;
- Acts as the department's liaison with Cal/OSHA and other regulatory agencies and prepares staff in dealing with these agencies;
- Maintains department OSHA record keeping;
- Promotes safety among management staff and employees through various means, including coordination of safety meetings, training updates, safety tips, and site visits;
- Recommends measures for corrective action and program improvement.

QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Industrial Safety, Occupational or Environmental Health, Business Administration, Public Administration, or related field; three (3) years of progressively responsible experience in developing or administering a safety program; knowledge of the laws and regulations concerning occupational safety and OSHA; and a working knowledge of the principles and methods of safety, training, and the prevention of employee injury/illness. The candidate must also possess strong oral and written communication skills and the ability to deal effectively with employees at all levels of the organization. A Master's Degree is desirable, though not required. Relevant experience may be substituted for education on a year-for-year basis.

SALARY

The salary range for this position is from the mid \$60,000's to the high \$70,000's, depending upon qualifications. Increases are based upon a merit pay plan.

SELECTION PROCEDURES

Interested candidates should submit a letter of interest, comprehensive resume, salary history, and three work-related references no later than **4:30 p.m., Friday, July 28, 2006**, to:

**Janet Day-Anselmo, Manager of Business Operations
City of Long Beach
Department of Parks, Recreation and Marine
2760 Studebaker Road
Long Beach, CA 90815**

The most qualified candidates will be invited to participate in the selection process.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-3187.

MANAGEMENT BENEFITS SUMMARY

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| Vacation | <ul style="list-style-type: none">• 12 days after 1 year of service• 15 days after 4 years, 6 months of service• 20 days after 19 years, 6 months of service |
| Sick Leave | <ul style="list-style-type: none">• 1 day earned per month• Unlimited accumulation• Conversion upon retirement to cash credit toward health and/or dental insurance premiums or pension credits. |
| Holidays | <ul style="list-style-type: none">• 9 designated holidays per year, plus 4 personal holidays to be used at the employee's discretion. |
| Executive Leave | <ul style="list-style-type: none">• 5 days per year. |
| Bereavement Leave | <ul style="list-style-type: none">• 3 days for death or critical illness of family member, plus 3 days of accrued sick leave, if needed. |
| Health Insurance | <ul style="list-style-type: none">• Two indemnity plan options, a point-of-service (POS) plan and one HMO plan.• The City pays all or part of the premium for employee and dependents depending on the health/dental plan selected. |
| Dental Insurance | <ul style="list-style-type: none">• Two dental plans are available for employees and dependents. |
| In-Hospital Indemnity | <ul style="list-style-type: none">• City-paid in-hospital indemnity plan for in-patient hospital stay. |
| Life Insurance | <ul style="list-style-type: none">• City-paid term life insurance policy equal to three times annual salary to a maximum of \$500,000. |
| Disability | <ul style="list-style-type: none">• City-paid short-term and long-term disability insurance. |
| Management Physical | <ul style="list-style-type: none">• Annual City-paid physical examination. |
| Retirement | <ul style="list-style-type: none">• State of California Public Employee's Retirement System (CalPERS); current retirement formula is 2.7% at 55 formula, coordinated with Social Security.• City pays a portion of employee contribution to CalPERS. |

THE CITY

Long Beach is a full service City with a population of 487,100. It employs approximately 6000 full and part-time personnel. The City operates its municipally owned airport, harbor, marinas, oil, gas and water departments, as well as its own public safety, cultural, health, recreation and entertainment agencies. It has some of the best shoreline, marinas, and beaches in Southern California, enjoying 352 clear days per year, an average temperature of 63 degrees, and pleasant offshore breezes. The City also has good public schools and is the location of the largest California community college and State University that provide numerous undergraduate and post-graduate programs.

CITY VALUES STATEMENT

The City's business is service. We are committed to providing quality service to our diverse community in ways that are helpful, caring, and responsive. We believe that the success of our organization depends on teamwork, mutual trust, and honesty achieved through commitment to the following values:

- ◆ Participation by citizens and City team members in setting and attaining the City's goals.
- ◆ Communication with one another and with citizens.
- ◆ Courtesy in all personal relations.
- ◆ Integrity in everything we do.
- ◆ Loyalty to our community, to this organization, and to each team member.
- ◆ Innovation in meeting the present and future needs of the City.
- ◆ Responsibility as a team for the efficient and effective delivery of services.
- ◆ Pride in our work, in our dedication to public service, and in being the best we can be.